



## EMPLOYMENT OPPORTUNITY

### *INTERN II (Hourly)* (Graphic Design)

Recruitment Number: 05-163

**\$ 9.24- \$11.23 / Hour**

**FILING DEADLINE: 5 PM, TUESDAY, JUNE 7, 2005**

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**Supplemental Questionnaire Required with Application**

#### **POSITION SUMMARY**

The **Intern II (graphic design)** position assists the City's Graphic Designer with various design projects for use by City departments. The current vacancy is located in the City's Office of Communications. The work assigned to the Intern II (graphics design) supplements the formal educational program of advanced college studies. Projects may include, but are not limited to, the design of flyers, brochures, logos, and other collateral; illustration, photography; organization; and administrative duties. Hours vary from 5-15 hrs per week.

#### **ESSENTIAL FUNCTIONS**

Functions may include, but are not limited to, the following: Perform para-professional level work specific to the department's needs in keeping with the City's consistent style and graphic standards; applying artistic skills and education for an array of projects; and working semi-independently while being resourceful and systematic in approach to various assignments and tasks; may be responsible for a significant level of a department project or be part of the project team.

#### **MINIMUM QUALIFICATIONS**

**Education, Training and Experience** – Current enrollment in a degree program with at least 30 units completed or graduated with a degree within six months prior to the beginning of employment. Degree program is to be in a related field to the department's mission. Previous work experience is not required. License: Valid California driver's license and proof of insurance may be required by a department.

**Knowledge, Skills and Abilities** – Knowledge of: basic principles of **graphic design**; layout techniques and conceptualization; art media and computer design/software experience; coordinating all elements of graphic projects from initial ideas to final products; creating sketches and unique artwork for various projects; typesetting; preparing files for offset printing; English usage (grammar, punctuation and spelling); copywriting and proofreading. Ability to: prioritize work assignments, be punctual; meet deadlines; and work cooperatively in conjunction with the City's Graphic Specialist, the Office of Communications and other City staff; keep work related records and prepare reports using a computer; read and interpret typical business correspondence, reports and City or department policies; maintain records and prepare simple reports; follow either written or oral instructions; present ideas in a clear and effective manner; make presentations where applicable; coordinate multiple activities; use initiative and sound judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner; and perform other duties as assigned.

#### **PHYSICAL DEMANDS**

On a continuous basis, sit at desk, stand, walk, bend, stoop and extend arms above the shoulder to reach and grasp materials and supplies from shelves and cabinets; intermittently twist and reach office equipment, use a computer keyboard, communicate over a telephone or via face-to-face interaction; and travel to various city locations to attend to assigned projects or meetings.

#### **APPLICATION PROCESS**

Candidates whose applications, supplemental and artwork samples which indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

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Note: Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to Medicare). The City and the Employee each contribute 3.75% of the employee's salary to the PARS.

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Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday - Friday • [www.ci.chula-vista.ca.us](http://www.ci.chula-vista.ca.us) • **Job Hotline: (619) 691-5095**

Assigned Staff: MARY THIGPEN, (619) 585-5663 [mthigpen@ci.chula-vista.ca.us](mailto:mthigpen@ci.chula-vista.ca.us) Published 05/24/2005

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